

Stillwater County Position Announcement

Stillwater County is an Equal Opportunity Employer

Date: October 26, 2020

Position Title: Part-Time Justice Court Clerk

Salary range: \$15/hr.

Department: Justice Court

Hours: 8 am to 5 pm (30 hours per week)

Union Status: Non-Union position

Accepting applications until 4:30 pm, November 13, 2020

See Job Description for Details.

Function: Responsible for maintaining the records of the Court and assisting the Judge in the Courtroom. This position requires attention to accuracy, detail, timeliness and must adhere to standards of confidentiality of information and documents.

Required: Experience in the preparation, distribution and maintenance of legal records and supporting documents is required. Knowledge of Full Court computer system.

Special Requirements: None

Desired: This position performs highly responsible clerical and managerial work that requires attention accuracy, detail, and timeliness. Position must adhere to confidentiality of information and work within established procedures and practices set by the Montana Supreme Court, Montana State Law and the Justice Court Judge. Assists with trials as Clerk and performs related duties as required, which may require work after hours. Position occasionally has to travel for conferences, seminars, and training. There is a possibility of physical injuries or verbal abuse from aggressive or hostile defendants/clients.

To Apply:

Submit **County Application, resume and references** to Finance and Human Resources Office, Stillwater County Courthouse, PO Box 795, Columbus, MT 59019. **Late, incomplete or unsigned applications may not be considered.** Applications and more information can be found www.stillwatercountymt.gov/resources/jobs

Current County employees must also submit a county application and all required documents as described above. Applicants who require special accommodation due to disability should contact the Human Resources Office at 322-8014.